



# USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

Position: **Correspondence & records Supervisor**  
Grade: **FSN-07**  
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**  
Opening Date: May 21, 2015  
Closing Date: June 05, 2015  
Work Hours: **Full time; 40 Hours/week**  
Salary Scale: From RD\$455,966 to RD\$729,551.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Correspondence & Records Supervisor position at the Executive Office

## **Basic Functions**

The incumbent is the sole responsible employee of the Regional USAID communications and Records (C&R) operations for three missions providing services to more than 110 users in USAID/Santo Domingo, USAID/Easter Southern Caribbean and USAID/Jamaica. Serve as a secondary ICASS/Liaison. He/She will be managing the USAID pool of security and communications radios and satellite phones..

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov).

## Qualifications Required:

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- a. Education: At least 2 years of college education.
- b. Prior Work Experience: Minimum three years of experience in records and correspondence management and in clerical administrative matters.
- c. Language Proficiency: English Level IV (Fluent) and Spanish level IV (fluent).
- d. Skills and Abilities: Must have knowledge of computer operations and basic operations of cell and satellite phones and radios.

**The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.**

**ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.**

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

## **TO APPLY**

**Interested candidates for this position must submit the following for consideration of the application (the three first options are required):**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), <http://www.state.gov/documents/organization/136408.pdf>
2. A current resume or curriculum vitae,
3. Including a copy of the Dominican Cédula.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATIONS TO:**

Office of Human Resources

Subject of the message: "Name of the position that you are applying for"

E-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

## **POINT OF CONTACT**

Yenni Ognado  
[Ogandoye@state.gov](mailto:Ogandoye@state.gov)  
809-567-7775 ext.7412

Anacaona Blandino  
[diazaj@state.gov](mailto:diazaj@state.gov)  
809-567-7775 ext.7441

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
June 05, 2015**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national

origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.